

Child and Adult Nutrition Services (CANS) Calendar of Events & Due Dates for School Year 2015-2016

The following list includes important activities, events and due dates for the school year in South Dakota. While this is specific for 2015-2016, the dates are very close from year to year.

Annual

- ✓ Audits (single or program-specific) due. For more information review this website:
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- ✓ Evaluate School Nutrition Program (SNP) Wellness Policy.
- ✓ Complete civil rights training for all staff involved with any Child Nutrition Program (NSLP, SBP, SMP, CACFP, SFSP, SSO)
- ✓ Complete training in the Child and Adult Care Food Program (CACFP) for all staff that have duties in the CACFP.
- ✓ Ensure that School Nutrition Program staff receives training as outlined in the Professional Standard requirements.
- ✓ School Nutrition Program staff complete food safety training for all staff involved with preparation or serving of food.



Monthly

- ✓ Check your iMATCH system for directly certified (for free meals) student matches no less than one time per month; please check more frequently to find more student matches.
- ✓ USDA Foods ordering will be available to place orders monthly starting in July for deliveries in September through May. Ordering is done online through iCAN.
- ✓ USDA Foods order blanks for TEFAP agencies approximately 6 weeks prior delivery, watch monthly emails for deadlines.
- ✓ 5 - TEFAP agencies submit bill of lading and inventory for current month's USDA Foods.
- ✓ 10 - Submit claims for meal reimbursement for each prior month of operation through iCAN.
- ✓ 10 - Schools participating in FFVP submit claims for reimbursement for each prior month through iCAN.
- ✓ 20 to 25 - State processes reimbursement payments.



July

- ✓ USDA Foods iCAN ordering opens for September delivery.
- ✓ 17 – School Nutrition Program applications due for traditional agencies (9 month)
- ✓ Late July - iCAN application packets open for the Child and Adult Care Food Program.

August

- ✓ 31 - Annual Financial Statements and Audit Requirements due

September

- ✓ Update benefit issuance enrollment roster against 30th operating day of school.
- ✓ Complete first AfterSchool Snack On-Site Monitoring with first 4-weeks of operation (see NSLP memo 36)

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This institution is an equal opportunity provider.

<http://doe.sd.gov/cans>

October

- ✓ 1 - NSLP Verification: Count approved F&RP meal applications to determine verification pool (see current NSLP memo 51)
- ✓ iCAN applications due for Child and Adult Care Food Program.
- ✓ 12-16 - National School Lunch Week
- ✓ 15 – SNP Equipment grant application posted to CANS website
- ✓ 23, 24, 26, 27 - New School Foodservice Managers Workshops in Pierre: Introduction & Intermediate.
- ✓ 30 - SNP's look up directly certified students in iMATCH to report in Verification 742 report
- ✓ 31 - Count students eligible for F&RP meal benefits for Verification and Eligibility document (Form 742)



November

- ✓ 2-9 Department of Defense Fresh Fruits & Vegetables Ordering System (FFAVORS) transfer survey open
- ✓ 15 - NSLP Verification: Verification of applications process must be complete. You may submit report early through iCAN Verification Report
- ✓ 20 – Equipment assistance grant applications due to CANS

December

- ✓ 4 – Equipment assistance grants to qualifying SFAs announced
- ✓ 15 - NSLP Verification Summary Report due to CANS. Report through iCAN Verification Report.
- ✓ 15 - NSLP Independent Application review report due for schools required to perform this review. Schools are notified individually of this requirement.

January

- ✓ Complete NSLP On-Site Monitoring. This is an annual review of meal counting procedures (see NSLP memo 52.2) complete prior to Feb. 1.
- ✓ Agencies desiring to utilize Food Service Management Company (FSMC) contracts in the next school year contact CANS for policies, guidance, and prototype Requests for Proposal, including summer requirements if needed.
- ✓ USDA Foods order estimates for the upcoming school year survey



February

- ✓ Complete second AfterSchool Snack On-Site Monitoring (see NSLP memo 36)
- ✓ 1 - Summer Food Service Program SFSP and NSLP Seamless Summer Option application packets open on iCAN. See SFSP website for new process training schedule.
- ✓ 18 - SFSP and NSLP SSO training registration deadline
- ✓ Feb 28 – March 2 - SNA Legislative Action Conference, Washington, DC
- ✓ Request for Fresh Fruit and Vegetable Program (FFVP) application for new participants

March

- ✓ Feb 29 – March 7 Department of Defense Fresh Fruits and Vegetables Ordering System (FFAVORS) transfer survey open
- ✓ 7 – 11 - National School Breakfast Week
- ✓ SFSP USDA Foods order blank due
- ✓ Summer Food Service Program required administrative workshops for new sponsors
 - 8 - SFSP Prior Successful Sponsor Webinar (CACFP At Risk and NSLP new to Summer Food)
 - 15 - SFSP New or prospective Sponsor Admin Training – Pierre (3/29 snow date)
- ✓ 14 - SFSP iCAN Training (3/28 snow date)

- ✓ 15 - NSLP Seamless Summer Training
- ✓ 31 – Deadline for obligation of equipment grant funds
- ✓ 31 - Audit statements due now or 9 months from end of fiscal year
- ✓ Child and Adult Care Food Program Spring workshops announced.
- ✓ Fresh Fruit and Vegetable Program applications available – invitation in iCAN

April

- ✓ 1 - Perform Paid Lunch Equity (PLE) calculations using new PLE Tool to determine student paid lunch prices for next school year.
- ✓ 1 - Pull student enrollment by site and numbers of directly certified students by site for annual report for Community Eligibility due end of April. You may report early through iCAN.
- ✓ 18 – Submit SFSP applications in iCAN
- ✓ 15 - Report by site the total student enrollment and directly certified student counts as of April 1. Report through iCAN.
- ✓ 26 - SFSP operational workshop (New food service workers on SFSP) all day – Pierre (April 28 Snow date)
- ✓ SY 16-17 SNP application opens in iCAN.

May

- ✓ 6 - School Lunch Hero Day
- ✓ 9 - 11 American Commodities Distribution Association National Conference (ACDA) www.commodityfoods.org
- ✓ First full week of May - Child Nutrition Employee Appreciation Week
- ✓ CACFP Training workshops to be held around the state.
- ✓ Summer Food Service Program preapproval visits for new sponsors by CANS
- ✓ NSLP Seamless Sponsors complete required program monitoring
- ✓ Required SFSP Training of site staff and preoperational monitoring form (if applicable) prior starting meal service. Complete and send documentation to CANS.
- ✓ Fresh Fruit and Vegetable Program approvals are made; award letters and addendums are sent



June

- ✓ 1 – School Nutrition Program applications due in iCAN
- ✓ 30 – Deadline for returning any unused funds from the equipment grant to CANS
- ✓ SFSP site monitoring completed as planned in approved agreement.
- ✓ CACFP training workshops held around the state.

July

- ✓ Year-end summaries of USDA Foods available through iCAN.
- ✓ 10 – 13 School Nutrition National Conference in San www.schoolnutrition.org
- ✓ 26 - 28 - School Nutrition Conference at the Watertown <http://www.snasd.org>



Association (SNA) Annual
Antonio, TX

Association of SD Annual
Convention Center